

26 June 1948

MEMORANDUM

SUBJECT: TRANSFER OF MONITORING STATION FROM [] TO 25X1A

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Transfer of the station was planned with the objective of maintaining as nearly as possible complete coverage throughout the move, and on the basis that the [] station was ready for operation, with equipment previously tested, communications with Washington established, etc. The three important phases to be coordinated in the move included transfer of personnel, coverage and equipment in that order.

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1. PERSONNEL

a. Detailed schedules were worked out, copies of which are attached, which provided for movement of personnel from each section of the operation simultaneously. Assuming that one individual from each section could be absent on leave, such a group left [] far enough in advance to report for duty at [] on the opening date. Similar groups followed successively, as soon as those traveling reported for duty and picked up previously assigned coverage.

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b. Based on the attached change-over schedules, travel data required by Washington office was obtained and forwarded well in advance of the move. This included number of dependents, method of travel, amount of personal and household effects to be moved, etc. Copies of most of this data are attached. Through excellent cooperation of the Personnel and Travel Sections, travel orders were made as flexible as possible to allow for emergency changes, and a book of Travel Requests was issued to the field station to facilitate the move.

c. Overtime necessary for the entire transfer of operations was estimated, submitted to Washington and authorized before the move was begun.

2. COVERAGE

a. The change-over of shifts was planned for week-ends when coverage is lightest. The swing shift, which includes heaviest coverage of Latin American and Russian material, was picked up in [] and dropped in [] on a progressive basis; the other two shifts were picked up and dropped in their entirety one week apart, allowing for travel time.

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b. Plans for splitting coverage were worked out in advance and individuals in each section concerned informed of the details. For example, Latin American coverage, both voice and press, was split up by areas: i.e. first monitor to report at [] picked up Rio and Peru; second, Buenos Aires; third, Bogota and Mexican voice; fourth, Chile, etc. Similarly, specific shows were assigned to monitors in the Russian section, until an entire shift could be picked up in [] and closed out in [] backstopped all [] coverage for the first five nights as a safety measure.

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TRANSFER OF MONITORING STATION - 2

3. EQUIPMENT

25X1A a. Equipment from [] supplementing that already in-
25X1A stalled at [] was moved in four shipments; one preceding activa-
25X1A tion of [] two during the move as coverage was dropped and equip-
ment could be released, and a final shipment after monitoring operations
ceased in []

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25X1A b. Contracts covering utilities at the [] station were
not terminated until approximately two weeks after monitoring operations
ceased, to allow for complete dismantling and removal of government
property. After removal of technical equipment from the engineering
quarters, a letter of clearance was obtained from Federal Communications
Commission attesting to the satisfactory condition of the premises.

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[]
Chief, West Coast Bureau
FBIB

Attachments

Executive for Administration and Management

30 April 1948

Assistant Director for Operations

25X1A Completion of []

25X1A 1. Monitoring operations were begun at the new FBIB [] Station on 25 April 1948. The Station will be in full operation, and the [] will be completely deactivated, by 15 May 1948. Although minor work still remains to be completed at [] the project is regarded as essentially accomplished.

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2. This office desires to express appreciation to the administrative branches for their vigorous and hearty cooperation in carrying this project to successful completion.

EDWIN L. SIBERT
Brigadier General, USA

PKE:brg/hbd

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cc: Addressee - orig & 1

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Ret. Chief, FBIB-1